

MSFC LOCKOUT / TAGOUT PROCEDURE

PURPOSE

This procedure establishes the minimum requirements for the Lockout or Tagout of this hazardous energy or material contained in the Equipment/System listed above whenever servicing or maintenance is performed. It is used to ensure that the Equipment/System is stopped, isolated from all potential hazards, and locked and/or tagged out before servicing or maintenance is performed where unexpected startup could cause injury.

REQUIREMENTS

All employees shall comply with the restrictions imposed during lockout/tagout of equipment/systems. Authorized employees will perform the lockout/tagout in accordance with this procedure and the safety requirements in MWI 8715.2. No employees shall attempt to restart or use equipment/systems that have been locked or tagged out. Noncompliance with these requirements can result in reprimand, suspension, or employee termination.

Equipment/System:

Location (Building/Room):

Authorized Employee/Organization: (List additional authorized employees in block 10)

PROCEDURE

1. Notification: Notify all affected (equipment/system operators) personnel of the servicing or maintenance and the lockout/tagout to be performed.

a. Employees notified (names)/Organization

b. Method notified (PA System, telephone, direct, etc.)

2. Hazard recognition and identification: Refer to organization documentation (e.g. factory manuals, FOP's, etc.) to understand and control hazards of the equipment/systems.

a. Identify Hazard Type, (Pneumatic, Hydraulic, Toxic, Flammable, Electrical, etc.):

b. Identify Hazard Magnitude (PSI, Qty of Material, Voltage, etc.)

c. Method of Control (Valve or Switch Closure, etc.)

3. Shut down equipment/system (if operating). Use the following control component(s):

a. Type

b. Location

4. Deactivate the energy-isolating device (the component selected to lockout/tagout).

a. Type

b. Location

5. Lockout/Tagout one or more of the energy-isolating devices listed under step 4, above.

6. Release stored energy or material necessary to render the equipment/system safe for conducting the servicing or maintenance. List the type of energy or material released (flywheel, capacitor, pressure, springs, etc.) and the method used (reposition, ground, block, bleed down, etc.).

a. Type

b. Location

7. Ensure that the equipment/system is isolated or disconnected from the source by:
- (a) First verifying no personnel are exposed to a potential hazard, and
 - (b) Attempting to turn on or restart the equipment/system, or testing for energy or material.
 - (c) Testing with appropriate Test Equipment for Energy.

Method of Verification

8. Proceed with servicing or maintenance.

9. Upon completion of servicing or maintenance and if equipment/system is ready to return to normal operation, proceed to the following steps:

(a) Ensure that nonessential items are removed from the immediate area around the machine and that the equipment/system components are operationally intact.

(b) Ensure all personnel are removed from the area or positioned safely prior to restart.

(c) Verify all controls are in neutral or correct positions.

(d) Remove the lockout/tagout device(s).

(e) Notify the affected employees (equipment/system operators) that the servicing or maintenance is complete and the equipment/system is ready for use.

Procedure prepared by, (legible signature): _____

Date: _____

Servicing or maintenance performed by, (legible signature): _____

Date: _____

10. Additional Authorized Employees (Service/Maintenance):

a. Name

b. Organization

c. Signature/Date (following removal of lockout/tagout device)